

**Palatines to America, Research Services**  
**PO Box 141260, Columbus, Ohio 43214**  
Email: [researchservices@palam.org](mailto:researchservices@palam.org)

**Research Services Request Form** (rev. 21 May 2011)

Please complete and sign this form, then mail with a check or money order to the address above. You may pay by credit card through PayPal or by PayPal at our online bookstore. See fee schedule on the following sheet. (Extra copies may be made of this form.)

Full Name, Mailing Address: (Please print or use mailing label)

Email, if available: \_\_\_\_\_

Are you a Pal-Am member? No \_\_\_\_\_ Yes \_\_\_\_\_ Member # \_\_\_\_\_

You must sign below to indicate that you have read the copyright notice on this form and that your planned use of all copies connected with the request(s) is a "fair use." Requests are also bound by the "Guidelines" sheet enclosed.

Signature (Required): \_\_\_\_\_

Please find enclosed non-refundable service fee of \$ \_\_\_\_\_. (See table on enclosed sheet.)

Please limit the amount I may be billed for additional copies (\$1.00 each over 15 for Limited Research or \$1.00 each over 5 for Quick Copy Request/ IAR & Ancestor) to \$ \_\_\_\_\_

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**Limited Research Request**

1: What is your research question, what information are you seeking?

2: If your question focuses upon a person:

a: Please provide the surname variants you have found for this person:

b. Dates and places of birth, marriage, residence and death of the person, their spouse and children, as much as known (may enclose an ancestor chart, a family group or extra sheet):

c. Family's religion (ex: Lutheran, Reformed, Mennonite, Moravian, other?) and any churches attended:

d. Immigration information, if known:

3: Mail this required signed form and any extra pages along with a check or money order to the address above.

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**Quick Copy Request** (rev. 21 May 2011)

1. Please provide title, author and other data to identify the desired source. Include at least the first five words of a long title:

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For periodicals, please include the issue date and volume numbers, if known:

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Call number, if known: \_\_\_\_\_

Pages to be copied: \_\_\_\_\_

2: Name/Surname (limit 1) for Surname Index check, if applicable:

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(Please mail both sheets with your check or money order to the address above.)

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Palatines to America Research Request Services Fee Schedule (eff. 21 May 2011, subject to change)				
Type of Request	Member Prepaid Basic Fee	Non-Member Prepaid Basic Fee	# of Copies Included in Basic Fee	Fee Billed for Extra Copies
Limited Research	\$25.00	\$50.00	15	\$1.00 each over 15
Quick Copy	\$5.00	\$10.00	5	\$1.00 each over 5
IAR & Ancestor Charts	FREE to members	\$1.00	5	\$1.00 each over 5

## **Research Request Guidelines**

The Palatines to America Collection can be researched for you by Palatines to America volunteers. The resources available for searching include 25-yr collection of members; pedigree and immigrant ancestor family group charts, Surname Files of materials from members and non-members, 5000 reference works of history, general and ethnic genealogy, immigration/emigration, geography, travel and foreign language topics (US and European publishers), over 700 published family histories, over 300 serial titles, and unique manuscript collections of United States and European researchers.

There are two types of research requests; a “Quick-Copy Request” and a “Limited Research Request”. The quick-copy request should require approximately 30 minutes to process for mailing ten or few copies from a single source that the Patron has identified. (Seven or fewer if you live in Canada or Mexico.) For the limited research request the researcher will spend a minimum of one hour searching the resources and will then send you a report of findings and suggestions for further research.

## **Payment Options**

1. Credit card or PayPal at our online bookstore. Choose from the Quick Copy Research category or the Limited Research Request Category.
2. Via mail (see directions below).

If mailing in request form, enclose check or money order payable to “Palatines to America,” and mail to following address: PALATINES TO AMERICA, ATTN: RESEARCH SERVICES COORDINATOR, PO Box 141260, COLUMBUS OH 43214. Do not include SASE.

If payment is made through the bookstore, please copy and paste the appropriate information concerning your request into the comment box in the checkout process.